



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
BOARD OF PILOT COMMISSIONERS

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING MINUTES:	Board of Pilot Commissioners
MEETING DATE AND TIME:	Friday May 15, 2015 at 13:00.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room A , second floor of the Cannon Building
MINUTES APPROVED:	August 21, 2015

MEMBERS PRESENT

Bradford Schell, Professional Member
Mark Reardon, Public Member
Joseph Morrissey, Professional Member
Maia Murphy, Public Member
Stephen McGuiness, Professional Member
Laura Phillips, Public Member
Penelope Marshall, Public Member

MEMBERS ABSENT

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Patricia Davis-Oliva, Deputy Attorney General
Maggie Strauss, Administrative Specialist

OTHERS PRESENT

Bill Lowe
Victor Singer

CALL TO ORDER

Mr. Schell called the meeting to order at 13:03.

REVIEW AND APPROVAL OF MINUTES

A motion was made by Mr. Reardon, second by Ms. Phillips, to approve the November 21, 2014 minutes as written. The motion carried unanimously.

A motion was made by Ms. Phillips, seconded by Mr. Reardon to amend the agenda to add "4.2 Incident/Complaints Procedure". The motion carried unanimously.

NEW BUSINESS

Refresher Trip Requirements

The Board discussed regulation 5.5 and determined there is no consistency or clearly defined requirements as it is currently written. They discussed more clearly defined requirements based on the length of time a Pilot is not practicing the profession. Ms. Davis-Oliva advised she would draft a regulations change for the Board to review at the next meeting.

Incident/Complaints Procedure

Mr. Morrissey inquired about the complaints procedure at the Division; how does the process work when a complaint is filed/received? Ms. Davis-Oliva referred the Board members to regulation 9.1 and provided names of the persons in those positions currently. Mr. Schell also stated that the Coast Guard also investigates all incident reports.

COMPLAINT STATUS

Mr. Morrissey stated that there have been no new complaints received.

OTHER BUSINESS (for discussion only)

Mr. Lowe advised the Board that Mr. Hukill is still actively working and in full compliance with his order. He supplied the Board with Ship-to-Shore test results and meeting attendance records.

CORRESPONDENCE

There was no correspondence submitted.

PUBLIC COMMENT

Mr. Singer asked the Board for more information about 23 Del C. § 138; specifically the requirement for 2 pilots for outbound trips only. Why is there not a requirement for inbound vessels? Mr. Schell advised that the 2 Pilot requirement was because of the length of time the trip takes.

NEXT MEETING

The next meeting will be August 21, 2015 at 1300.

ADJOURNMENT

With no further business before the Board, a motion was made by Mr. Reardon, seconded by Mr. Schell, to adjourn the meeting. The motion carried unanimously. The meeting went off record and adjourned at 13:51.

Respectfully submitted,



Maggie Strauss
Administrative Specialist II